2e Toolkit 2.e
Job application form

It is best to ask applicants to complete this after their initial interview. This way you will have consistent data on file for all prospective applicants. There are specific data protection laws in specific countries which you must adhere to. This is only a guide.

VERY IMPORTANT: Please take legal advice before asking for any such data.

PERSONAL INFORMATION:

Date _____

First Name_____

Middle Name_____

Last Name_____

Street Address_____

_____

Phone Number (_____)_____

Are you eligible to work in [ADD NAME OF COUNTRY]?

Yes ☐ No ☐

If you are under age 18, do you have an employment or age certificates?
This may not be required in all countries.

Yes ☐ No ☐

If yes, please explain: _____

_____

POSITION AND AVAILABILITY

Position Applied For _____

Days and Hours Available

☐ Monday (hours:_____) ☐ Tuesday (hours:_____) ☐ Wednesday (hours:_____)

☐ Thursday (hours:_____) ☐ Friday (hours:_____) ☐ Saturday (hours:_____)

☐ Sunday (hours:_____)

From what date are you available to start work?_____

EDUCATION

Name and address of school/ Type of degree or diploma / Date of graduation

_____

_____

_____

_____

_____

Skills and Qualifications: Licenses, Skills, Training, Awards

_____

_____

EMPLOYMENT HISTORY

Current or last position:

Employer:_____

Address:_____

Supervisor:_____

Phone:_____

Email:_____

Position Title:_____

From:_____ To: _____

Responsibilities: _____

_____

Salary:_____

Reason for Leaving:_____

_____ _____

Previous Position:

Employer:_____

Address:_____

Supervisor:_____

Phone:_____

Email:_____

Position Title:_____

From:_____ To: _____

Responsibilities: _____

_____

Salary:_____

Reason for Leaving:_____

May we Contact Your Present Employer?

Yes ☐ No ☐

References:

Name and Title / Address / Phone

_____

_____

_____

I certify that information contained in this application is true and complete.

Signature_____

Date_____